

Prudence Island Water District

Minutes of meeting: November 29, 2008

Meeting was called to order at 1:00 p.m. Present were David Buffum, moderator; Patricia Richard, clerk; Robert Hanson and Phillip Brooks. Absent was Richard Brooks

Approval of minutes of meeting for November 22, 2008: Motion by Mr. Phillip Brooks, seconded by Mr. Hanson, approved unanimously.

Operations Budget – Mr. Buffum said he hadn't made any progress because he was doing the billing, said that 1st half-year revenue would fall short of expenses by about \$2000. Ms. Richard said that from 7-10% of what is paid for utilities is RI state taxes, called National Grid, faxed letter and copy of tax exemption to National Grid research Dept. Ms. Richard also said that she had contacted Colleen Bodziony at RI Interlocal Risk Mgt. Trust and that premiums should not go up very much if at all. She said that workman's comp was put in place for employees, minimum \$660, could be slightly more. Ms. Richard also said that employer contributions to taxes might be slightly overbudgeted as well. Ms. Richard asked Mr. Hanson about his line item for occupational safety, Mr. Hanson said it was for safety equipment.

Purchasing – Ms. Richard reported having paid \$48 for help wanted ad in Sakonnet Times, and \$168 postage for billing cycle, plus 40

extra stamps for miscellaneous mail.

Upcoming: payroll for 3 employees, consultant fee, reimbursement for parts paid for by facilities manager, mileage – asked Mr. Capron about adjustment to mileage, he said will provide over the weekend. Asked Mr. Capron if he worked on Thanksgiving, he said yes. Ms. Richard said accommodation must be made, asked Mr. Capron if he wanted time or money compensation. Mr. Capron said that he preferred extra time off.

HAS has put in a request that the district access RICWFA for approximately \$17,000 payment for closing costs. Ms. Richard said that she wanted HAS to provide executed RICWFA documents and issue resolved with interest payment on bank loan, but would be making out requisition paperwork this week.

Some progress on resolution of bank loan, RICWFA wire found, but money not yet showing in system as of Wednesday, 11/26/08. E-mail trail from client manager.

Need to pay taxes on Naciewicz property, Ms. Richard going to town offices to pay on Monday.

Portsmouth tax – Ms. Richard reported having received confirmation of receipt from town office, but no contact with tax assessor. She said she had called Dennis Canario, town councilman, to discuss, but he

hasn't returned call.

Received temporary payment coupons from RI Division of taxation, Ms. Richard said not sure about payment procedure, will call them.

Ms. Richard requested credit application from M&G Plumbing Supply, will accept company check and tax exempt certificate.

Memo of understanding with Conservancy establishing annual payment date for Army camp, Broadway, Dewitt as July 1, sent to Bob Marshall.

Customer accounts –Mr. Buffum reported having sent out bills for January-June 2009. Vision appraisal database out of date, call from Ray Branco, got 2 water bills but sold one of the properties over the summer. Ms. Richard will go through town records on Monday to update database, Wicher and Hollis obviously wrong. Ms. Richard said she got several updated addresses from postmistress. Summer and winter addresses in quickbooks? Mr. Buffum will check.

Bylaws – Ms. Richard presented board with most recent copy of bylaws under consideration dated 9-2-05. Said need to work quickly on operational bylaws; issue related to leaks; currently operating under PIUC terms, \$50 fine for “water dumping”, PUC approved, but said should do outreach. District web site always has reminder to shut down water in winter, so covered there. Said that current draft of

district bylaws does not include water dumping issue, should look to pass something by the end of the year. Mr. Capron asked if there would be a policy about dripping, said he'd rather customers do that than risk a freeze and break. Mr. Brooks said not an unusual policy to allow certain amount of dripping in locations where freezing is an issue, will actually remove heads from meters in some cases; need flexibility in rulemaking to protect the system.

Phil Brooks said that a meter pit should be installed at every property entrance, only way to control water usage. Said islanders don't like the idea, but feels it's a necessity. Says no grant money without metering installation in progress. He says every new connection should be required to install meter.

Technical:

Phil Brooks said streamflow and well showed recovery of water table, up about 2 feet in last 2 months.

Systems manager's report:

Mr. Capron reported installing clamp on 6-inch line, job went well, except a couple of malfunctioning valves. One stuck, excavated and freed up with pipe wrench. Ball valve doesn't close properly. Mr. Brooks said sometimes sediment in, open hydrant down the line to flush. If need to work on again, will be a problem. Ms. Richard asked

about backhoe charges, Mr. Capron reported 1.7 hours.

Mr. Capron found major leak on John Oldham Road, shut down service; tens of thousands of gallons water lost. Regulating system pressure, some tank overflow, leak became apparent when pressure was lost, probably Sunday/Monday timeframe.

Technician that was scheduled to install transmitter at big blue on Wednesday didn't come, wrong parts.

Called Industrial Pump Sales, they are consulting with Aermotor, supposed to call back but did not.

Log books and time sheets needed. Ms. Richard said should get quotes from printer.

Flushing notice. Ms. Richard said she will make notices to be posted.

Service interruption and warning of violation notices. Ms. Richard asked if these were available in quantity. Mr. Capron said yes.

Cut up old PVC pipe by old pumphouse and disposed.

Correspondence: Monthly water sample for November came back clean, sent to PIUC instead of water district.

Other: Timothy Curry wanted to know if district would be adding customers to the system. Mr. Buffum said not immediately. Asked if he was on waiting list for water service; said had paid PIUC to be on. Ms. Richard said that she would check and call him with info.

Motion to adjourn by Mr. Buffum, seconded by Ms Richard, approved unanimously. Meeting adjourned at 2:15 p.m.

Patricia Richard, Clerk